



7/27/22- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 7/27/22
Meeting Location: County Commission Work Room
Start Time: 10:30 AM

MEETING ATTENDEES: * (Indicates attended remotely via conference call)

| Present | Name | Company |
|----------------|--------------------|------------------------|
| X | Tim Sumner | Beltrami County |
| X | Richard Anderson | Beltrami County |
| | Jorge Prince | City of Bemidji |
| X | Ernie Beitel | Beltrami County |
| X | Calandra Allen | Beltrami County |
| X | Tom Barry | Beltrami County |
| X | Jarrett Walton | Beltrami County |
| X | Trisha Hansen | DOC |
| | Daryl Seki | Red Lake Nation |
| | Faron Jackson | Leech Lake Nation |
| X | Wendy Spry | DOC Tribal Liaison |
| X | Joe Vene | Citizen |
| X | John Henningsgaard | Citizen |
| X | Donny Wilcox | Construction Engineers |
| X | Ben Matson | Construction Engineers |
| X | James Hand | Construction Engineers |
| X | Kirsten Carolin | Construction Engineers |
| * | Alan Richardson | Justice Planners |
| | Patrick Jablonski | Justice Planners |

1. Advisory Committees

7/13/22 – Ben M reported that the Finance Committee had met on 6/29/22 and that they are working through reviewing several different financing scenarios so that if (or when) those questions are asked that those have been considered. Ben M also noted that he would send out the Programming Committee spreadsheet for the Steering Committee to review in a future meeting. (Attached)

7/27/22 – Ben M noted that the information from the Programming Committee has been forwarded to the Steering Committee and should be discussed more in depth at a future meeting. He also indicated that there is a Finance Committee meeting later today (7/27), where the discussion will be focused on different financial models based on different funding sources and financial requests.

2. Project Schedule

A. Ben M reviewed an update of the tasks occurring in the next 30-90 days.

B. Upcoming Tasks

- i. Conduct Feasibility Study (ongoing)
 - a. Evaluate Incarceration Alternatives (ongoing)
 - b. Modeling Projection Scenarios (finalizing)
 - c. Future Infrastructure Modeling
- ii. Present Final Report – Late August
- iii. Public Communications Meetings
- iv. Decision Point – Go/No Go
- v. Sub Committee Meetings

3. Feasibility Study/Needs Assessment

7/13/22 – Alan and Patrick from Justice Planners were on the call to present their preliminary information on the different Model Projection Scenarios. The committee reviewed the data in the PowerPoint presentation and felt that the format and information was good, but that there were a few items missing that needed to be added to the presentation for many of the options. To be clear which options are the most beneficial there should be some accounting of the options to show Savings compared to Costs and show what the Net result would be. To accomplish this Alan needs to get some input costs for Construction and Renovations as well as some Maintenance and Personnel costs. Justice Planners will work with Ben M to get the needed information and CEI will report back to the committee regarding a timeline and plan to present this additional information.

7/27/22 – Alan from Justice Planners was on the call and the bulk of the meeting was spent going through, in great detail, the financial impacts of each of the options for the different timelines. (This is as had been requested at the previous meeting). Following the presentation of this information the discussion turned to the schedule and presentation of the full report and a summary report of the highlights to the County Commission. Alan will have his work complete and ready for presentation by the week of August 22 and the Committee needs to firm up dates with the Commissioners to receive the information from Alan. Tom B noted that there are also budget meetings happening in this timeframe and a special meeting will likely be needed just for this presentation. Tom B will poll the Commissioners to determine a date and time to hold this public meeting.

4. Tribal Involvement in Process

5/11/22 – Sheriff Beitel has followed up again with White Earth and is hoping to get a letter in support of the project from them and/or Mahnomon County. The Committee again discussed trying to set up

meetings to get in front of the Tribal Councils for both Red Lake and Leech Lake, following their elections.

5/25/22 – *Sheriff Beitel has received a letter of support from Cass County (Attached). He has also been in contact with Red Lake, and they may be open to providing a similar letter of support for the project.*

6/22/22 – *No Updates.*

7/13/22 – *Sherriff Beitel noted that he had sent e-mail reminders to White Earth, Red Lake and Mahnomen County requesting their support.*

7/27/22 – *Not Discussed*

5. Public Communications

3/30/22 – *Many thoughts and concerns regarding communications were covered. Although nothing was brought to the group as a consensus the following comments were made for future consideration in developing our communications:*

- *Public needs to be informed about the Programming that is done in the Jail. Present the value of what they are doing ahead of the Feasibility Study, update what is happening with the Reset Coordinator and explain the partnership.*
- *Note that most Programming is volunteer and point out the value of this, noting that programming keeps the residents busy and helps reduce staff assaults.*
- *Finance Committee should be ready with information ahead of the Feasibility Study. Some property tax scenarios should be run by Jodi and Ehlers so that we know how much it could add to property tax bills.*
- *Be ready to explain property taxes vs. sale tax and the pros/cons of each. Note things like sales tax doesn't impact purchases like clothing and food.*
- *Lay out the problems/Lay out the solutions from Financial/Programming/Facility standpoint.*
- *Be ready to debate ourselves so that we are ready to answer the tough questions that will come up.*
- *Address the who, what, where, when why & how related to the project.*
- *Create a communications schedule with milestones*
- *Determine the audience (who) and how we are getting the message to the targeted audience.*
- *Get input/engagement from Brian Berg as part of the CE team.*

- *Do we need to get a communications specialist or is this a detrimental thing?*
- *Note that all information needs to be approved and come through the County Commissioners.*

4/13/22 – *Additional topics discussed:*

- *Ben M reported that he had discussed this topic with Brian Berg (who was unable to attend today) and that his first word of advice was to work with the Townships within the County to make sure that they are all aware of everything and are receiving good information about the project.*
- *Ben M had filtered the overall project schedule to show items related to communications and the milestones when those will be occurring and presented it to the Committee.*
- *John H questioned if the public can review the Jail Budget. It was confirmed that this is public information and that it can be added to the project website. However, it needs to be taken in context and key components need to be identified when presenting the budget and actual costs.*
- *It was noted that most young people don't get their information from newspapers or the radio. The approach to communicate with them needs to be addressed.*
- *There needs to be alignment between the sub-committees and the information we get from Justice Planners, leading to one single message. The discussion needs to be tabled until we have information back on the feasibility study to get sub-committee consensus.*
- *A simple communication plan needs to be drafted once we get the information from Justice Planners. At that time, we will determine how to convey the message from the information we are presented.*

5/11/22 – *Not Discussed*

5/25/22 – *Not Discussed*

6/22/22 – *Ben M noted that with the upcoming report being issued by JP in late August that this topic needs to be revisited fairly soon and the communications plan laid out. After discussing upcoming meeting dates it was decided to discuss this topic again at the next meeting following the preliminary models by JP, tentatively 7/27. CEI will plan to bring some staff from their marketing department to help in this discussion.*

7/13/22 – *As noted above the plan is to discuss in more detail on 7/27/22.*

7/27/22 – *James Hand and Kirsten Carolin from Construction Engineers were in attendance for the meeting, and they listened and observed the Committee discussions. As the Feasibility Study discussion went very long there was not much time or interest from the Committee to do a deep dive*

into Communications at this time. CE will take what they know from observing the meeting and begin to formulate a Communications Plan to get information out about the Jail and the different methods to do so.

6. New Business/Open Discussions

7/27/22 – None Discussed

7. Items Closed prior to meeting

6/22/22 – Ben M reported that the Programming Committee has completed their work related to creating a Wish List and the classifying each of the items placed on the list into categories of “Must Have, Should Have, and Likely Infeasible” This log will be presented to the Steering Committee in a future meeting and the Programming Committee will take a pause for a while until further direction (possibly related to communications) is requested from the Steering Committee. Additionally, the Finance Committee is scheduled to meet again next week.

6/22/22 – Ben M reported that he had spoken with Alan from JP earlier in the week and that they are currently working through the 18 different models required in their contract. Alan stated that they would be ready to present their preliminary results at a meeting in Mid-July. He also noted that they will be done with their full report by August 22. After a discussion with the committee about dates and how things will be presented the group decided to have JP present their models on 7/13 to the Steering Committee and the full report on August 24. Both can be presented remotely. Trish H recommend that the Judges, City & county Attorney’s be invited to the initial full report presentation to the Steering Committee to hear the information firsthand and get their input, before the general public gets the full presentation. The group also discussed inviting the full commission, but that would require it to be a public meeting. Once dates are confirmed with JP then invitations to the presentation can be sent out by CEI. The committee also decided to distribute to the Steering Committee the preliminary population presentation, as revised, so that they can review the data themselves ahead of future presentations. Ben M will request this information and forward to the committee as “Confidential” information at this time.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:30 AM on 8/10/22. (County Work Room)

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to BenM@constructionengineers.com

Attachment: